



**Target Area Project Grant (TAPG)
Request for Grant Applications
Application Packet**

Before completing and submitting an application, please review the TAPG information packet.

I. Program Summary

Background

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development is charged with implementing the Neighborhood Investment Act of 2004, as amended (NIA). The NIA created a non-lapsing, revolving fund outside of the General Fund, called the Neighborhood Investment Fund (NIF). The NIF is funded through an annual appropriation of 15% of the personal property tax, not to exceed \$10 million. The purpose of the NIF is to finance economic development and neighborhood revitalization in 12 targeted areas of the District: Anacostia, Bellevue, Brookland/Edgewood, Bloomingdale/Eckington, Brightwood/Upper Georgia Avenue, Columbia Heights, Congress Heights, Deanwood Heights, H Street, Logan Circle, Shaw, and Washington Highlands. (See Section V – NIF Target area boundaries and map).

Purpose

The purpose of this Request for Applications (RFA) is to solicit proposals for the NIF Target Area Project Grant (TAPG) program, authorized under the "Neighborhood Investment Fund Implementation Plan Amendment Act of 2009". The goal of the TAPG is to fund initiatives that will revitalize target areas by strengthening economic opportunities and improving quality of life.

The Office of the Deputy Mayor for Planning and Economic Development (ODMPED) seeks qualified, experienced not for profit 501 (c) (3) organizations to help realize the revitalization of the 12 NIF target areas through the TAPG program.

For the TAPG, there are four eligible project categories that support the District's FY'10 budget priorities and ongoing initiatives: (1) vocational training and direct job placement for youth and adults; (2) senior-or-youth oriented programming; (3) affordable housing preservation; and (4) small business technical assistance. Please see Section II (Program Guidelines) for a description of these project categories.

Types of Grants Available:

A total of \$4,800,000 is available for this round of funding; of which \$400,000 will be awarded per target area. Grants up to a maximum of \$50,000 are available.

Definitions:

The following terms are used in this packet:

<i>Term</i>	<i>Definition</i>
Applicant	An entity that meets the eligibility requirements and responds to this Request for Applications
Application	Package of documents required to be completed and submitted by the Applicant in response to the Request for Applications
Council	The Council of the District of Columbia
NIA	Neighborhood Investment Act of 2004, as amended
NIF	Neighborhood Investment Fund
NOFA	Notice of Funding Availability
Proposal	The eligible activities proposed by an eligible Applicant in the Application. The activities may be a program, project, or service.
RFA	Request for Applications

II. Program Guidelines

This section outlines the eligibility requirements and program guidelines, including project requirements, and project budgets.

Eligible Applicants:

Not-for-Profit organizations that meet all of the following criteria are eligible to apply:

1. Have federal 501 (c) (3) tax-exempt status and must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.). Eligible applicants must have tax exempt status for two consecutive years prior to application submission.
2. Have a principal place of business located within the District of Columbia.
3. Demonstrate a commitment to the NIF target area where the project is proposed through a successful track record of offering and operating programs, projects, services, or facilities.
4. Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue, and the Internal Revenue Service (IRS).
5. Not be classified as an ineligible applicant listed below.
6. Be a community-based organization(s), defined as: non-profit agency with an active board of directors that is reflective of the community served.

NOTE: For organizations that are former and current NIF grantees, NIF staff will evaluate performance under their previous and/or current grant agreement. This includes timely submission of monthly, quarterly and final close-out reports, site visit reports, and implementation of the program in accordance with the executed grant agreement. ****If your organization has not completed or submitted a final close-out report for a prior year's grant for which programming has ended. The final close-out report must be submitted to our office for validation by no later than Tuesday, December 1, 2009 in order for your organizations application to be reviewed under this RFA (Request for Application).***

Former and current NIF grantees will not receive special consideration and are judged by the same criteria as others in the competitive process. However, the proposals must be substantially updated, including a description of the new activities and a justification of the new budget. ****Applicants must be current and in good standing with all other funding received from any other District of Columbia agency.***

Ineligible applicants:

Individuals, 501 (c) (6) organizations, political organizations, universities, hospitals, newspapers, religious organizations, and individual businesses. In addition, entities that have failed to complete current NIF funded projects and/or other District government funded projects (grants or loans) in prior years are also ineligible.

Partnerships:

1. Unincorporated community-based or neighborhood organizations may partner with an eligible applicant on a proposed project; however, the eligible applicant must act as the lead organization and accept fiduciary responsibility for the application and grant. The roles and responsibilities of both partners must be clearly articulated in the application.
2. Partnerships among eligible organizations are encouraged. The partnership organization must submit a minimum of (3) letters of recommendation (letters must be within the last three months of the application submission date). The roles and responsibilities of both partners must be clearly articulated in the application.
3. The Partner must be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue and the Internal Revenue Service (IRS) and the NIF program.

Eligible Projects:

Project Eligibility Requirements:

In order to be eligible the proposed projects must:

1. Be physically located within the boundaries of one of the NIF target areas (See Section V – NIF Target area boundaries and map).
2. Fall into one of the eligible project categories listed below.
3. Fulfill NIF program objectives of stimulating economic development and neighborhood revitalization in the target area.
4. Be supported by community stakeholders such as Advisory Neighborhood Commissions, civic or resident associations, and Councilmember offices.
5. Provide a public benefit to the NIF target area that addresses a recognized need.
6. Be led by a project team composed of at least 3 people who are accountable for implementing the project.
7. Be open to all residents and/or businesses within the NIF target area boundaries.
8. Not propose any non-eligible uses of the grant described below.

Project Categories

1. **Affordable Housing:** proposals that assist low-income homeowners (<50% or below AMI) and owners of multifamily, low-income (<50% or below AMI) buildings to complete minor systems upgrades and minor repair of documented code violations. The violations must be cited and documented by the Department of Consumer and Regulatory Affairs (DCRA).
2. **Vocational Training and Direct Job Placement:** proposals that seek to improve the level of vocational training and employment of individuals. Proposals must include both vocational training and direct placement in the field. Training must focus on trade development in construction trades, healthcare, retail, hospitality, IT field and etc. Proposals that reach youth, under-employed and ex-offenders are encouraged. Organizations should have an established relationship with the business community for whom they will place participants who have successfully completed the various trade development programs.
3. **Small Business Technical Assistance:** proposals that provide technical assistance in an educational setting in which an expert with specific technical/content knowledge provides information to address an identified need. The program should use “best practices” for small businesses. The program may use interactive and/or on-site/hands-on approach. Examples include: growing your business/marketing, business accounting, human resource practices, and capacity building.
4. **Senior or Youth oriented programming:** proposals that focus on improving the lives and economic opportunities for seniors (60 years and older) and Youth (up to age 24). Examples include: financial literacy programs, youth enrichment programs, pre-retirement planning, youth parenting classes, and higher education mentoring programs (i.e. SAT prep., application and financial aid instruction etc.).

NOTE: Eligible applicants can submit only one application for one specific target area for this round of funding, but may choose up to a maximum of two (2) project categories.

Non-Eligible Uses of the Grant:

1. Replacement of existing funding from any source to support projects, programs, or services currently offered by the Applicant.
2. Repair, replace, improve or purchase equipment for a DC government agency or facility (i.e.: school, recreation center, and etc).
3. Acquisition, lease, or rental of property for any use.
4. Construction or demolition activities related to housing.
5. Predevelopment activities related to the implementation of the proposal or the administration of the grant.
6. Operating expenses not related to the implementation of the proposal or the administration of the grant.
7. Food, beverages, or catering services.
8. Travel or transportation expenses (include: public transportation, fare cards, bus tokens, vehicle repairs, gas, hotels, and similar travel related expenses).
9. Field trips or field trip related expenses.

10. Expenses incurred prior to grant award and execution of the grant agreement with the District.
11. Bank fees associated with the establishment of a separate independent bank account which is a requirement of this grant.

Program Guidelines

Award Period

Proposals submitted under this RFA should be ready to commence **30 days** after award notification. The grant period under TAPG is for one year from the date of execution of the grant agreement with the District, with a one-time option to extend up to an additional six month period or a fraction thereof. All funds under this grant must be fully expended by no later than **September 30, 2010**.

Budget:

Applicants must complete a Sources and Uses Budget and budget narrative (see Attachment B). Personnel costs must be detailed for each position and include specific wage and fringe benefits information; a maximum of **15% of the total grant can be used for salaries and 5% of base salaries can be used** on fringe benefits.

Documentation requirements for individual items to be purchased with NIF grant funds are as follows:

- a. Items valued between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate.
- b. Items valued over \$5,000 must be supported with at least three written bids. In special circumstances, applicants may request a waiver to the written bid requirements.
- c. In special circumstances, Applicants may request a waiver to the written bid requirements.

Stipend incentives for program participants are capped at \$75.00 per month per individual.

Leveraging Resources:

While there are no matching requirements for this grant, Applicants are encouraged to leverage resources from other sources and applications will be evaluated on this factor (see Section III). Applicants shall discuss resource leveraging in the budget narrative in Attachment B and provide support documentation to demonstrate funding availability and/or commitments.

Performance Measures:

Applicants are required to submit a minimum of three performance measures as part of the application (see Proposal Narrative in the RFA Package). The measures should be specific, results oriented, and directly related to the intended outcomes of the project. Completion of Proposal activities in the work-plan does not constitute adequate performance measures. The assessment method should be appropriate and the data adequate to support the measures.

Community Support:

Applicants and Partners are required to provide documentation of community support from local organizations in the NIF target area. Documentation may include letters of support from Advisory Neighborhood Commission (ANC), ANC single member district members, civic or neighborhood associations, or Councilmembers. Support letters should be current **(no older than three months from the deadline submission date of the application)** and clearly reference the NIF grant and the Applicant's Proposal. Support letters **must** accompany the Application at the time of submission. ODMPED may contact persons or organizations that submit letters of support.

Site Visits:

Site visits will be conducted of all applicants; prior to award of funding. The Site must be open and operational prior to grant award.

III. Application Review Process

Application:

The Request for Applications (RFA) packet will be released on Monday, November 9th, 2009.

Interested parties may obtain a copy of the RFA Packet from the following sources:

1. Office of the Deputy Mayor for Planning and Economic Development: Neighborhood Investment Fund. Website: www.dcbiz.dc.gov. Please look on the NIF page under Funding Opportunities.
2. Office of Partnerships and Grants Services: District Grants Clearinghouse. Website: www.opgs.dc.gov

Interested applicants are encouraged to attend the following Information Sessions on **Friday, November 13th, 2009 at 10 a.m.** or **Monday, November 16th, 2009 at 1 p.m.**, at the Office of the Deputy Mayor for Planning and Economic Development, 2025 M Street, NW, Suite 600, Washington, DC 20036. All questions and answers from the Information Sessions will be documented and posted on the ODMPED website prior to the application due date. No questions are allowed after the Information Sessions, to ensure all applicants have access to the same information. Written responses to all questions will be available on the website (www.dcbiz.dc.gov).

The application, exhibits see (Exhibits A-C – pages 12 thru 17) and other attachments must be completed and submitted on-line at www.dcbiz.dc.gov. The completed application packet with supporting documentation must be submitted by 12:00 p.m. on Thursday, January 14th, 2010. *Late submissions or hand delivered applications will not be accepted.*

Please read the following instructions before completing the application and attachments. **However, the Organization can only submit one application, for only one target area under this round of funding.**

1. Faxed, emailed, hand delivered or incomplete applications **will not** be accepted.
2. The application package consists of the application form, project narrative, all required attachments, and the application checklist.
3. Drawings, maps, and photographs may be submitted in a larger format, not to exceed 11" x 17". All supplemental document pages must be numbered and labeled with the applicant name and project name.
4. Use the checklist at the end of the package to verify the application is complete. Completing an application is not a guarantee of funding. **Incomplete applications will not be evaluated nor will the applicant be contacted to provide omitted documents.**

The Application Package shall be arranged as follows:

- I. Cover Letter
- II. Completed application form
- III. Proposal Narrative
- IV. Attachment A –Team & Work Plan
- V. Attachment B.1 –Budget Form
- VI. Attachment B.2 – Budget Narrative
- VII. Attachment B.3 – Supporting documentation for resource leveraging
- VIII. *(If applicable)* Documentation to support cost of budgeted items over \$500
- IX. Documentation of community support
- X. Certificate of Good Standing from DCRA
- XI. Certificate of Good Standing from Office of Tax and Revenue
- XII. Request for Taxpayer's Identification Number and Certification
- XIII. Applicant's most recent financial statement from the current fiscal year
- XIV. List of the Applicant's Board of Directors with affiliation and years of service
- XV. Resumes of Team Members listed in Attachment A
- XVI. Organizational Chart for Application *(and Partner, if applicable)*
- XVII. Attachment C –Application Checklist

Review Process

The review panel will evaluate and score applications based on the selection criteria defined below. The panel will submit award recommendations to the Deputy Mayor for Planning and Economic Development for review and final approval. Only **completed** applications will be reviewed and scored in accordance with the selection criteria defined below. NIF reserves the right to fund a grant in its entirety or in part.

Selection Criteria

Applicants' submissions will be objectively reviewed against the following criteria.

1. Project Feasibility (25 pts): This factor evaluates the extent to which the applicant includes a detailed, well-organized, and feasible plan of action to carry out the proposed project; the extent to which the activities, work plan, and budgets are consistent with clearly defined, measurable, and time-specific performance objectives
2. Applicant Track Record and Relevant Experience (20 pts): This factor evaluates an applicant's track record for successfully impacting the NIF target area through its

- past activities; and the applicant's relevant experience in implementing projects of similar size and scope.
3. Need and Public Benefit: (20 pts): This factor evaluates the extent to which the applicant has clearly delineated and justified the need, proposed impact and benefits of the project.
 4. Synergy with NIF Program and Other D.C. Government initiatives (15 pts): This factor evaluates the extent to which the proposal supports existing and ongoing D.C. Government initiatives.
 5. Resource Leveraging Factor (15 pts): This factor evaluates the extent to which the applicant has leveraged other resources for the implementation of the proposed project.
 6. Neighborhood Involvement and Partnerships (5 pts): This factor evaluates the extent to which the applicant and/or proposed project involves a broad spectrum of stakeholders at all phases of the project; the extent to which the project will build or strengthen community relationships.

Award Notification

Applicants will be notified of ODMPED's decision by US Mail no later than 45 days after the application deadline. Prior to any award of funds, ODMPED will send notification letters to impacted Advisory Neighborhood Commissions (ANC) for a 30-day review period.

IV. Post-Award Requirements

1. Grantees are required to enter into a grant agreement with the Office of the Deputy Mayor for Planning and Economic Development (ODMPED). All provisions of the grant agreement must be upheld by the Grantee, or the Grantee will be in breach of the agreement.
2. Grant funds are released according to a draw schedule that is developed by NIF program staff in consultation with the Grantee. Grantees are required to meet project-specific milestones stated in the draw schedule as a condition of the release of grant funds. All grant funds must be fully expended by no later September 30, 2010.
3. All projects shall be conducted in accordance with local and federal laws.
4. All required permits must be obtained for the project by the Applicant. Applicants are responsible for determining what permits are required and should consider the permit processing time in developing the project schedule.
5. The Applicant, when requested, must be able to show proof of all insurance coverage required by law. All Applicants that receive awards under this RFA must show proof of required insurance prior to receiving funds.
6. Grantees will be required to submit monthly progress reports, a final grant close out report, and other required reports as outlined in the grant agreement.
7. The Grantee shall establish a separate independent bank account of other account records for funds received under this grant. Grantee shall maintain complete and accurate records and documentation of all costs incurred under this agreement in accordance with the instructions of ODMPED and organized in a manner that identifies the cost categories set forth in the project budget. QuickBooks or other in-house accounting systems will not supplant establishing a separate bank account.

8. Grantees and their project teams are required to attend an orientation session with the NIF program staff to discuss financial accountability and reporting responsibilities prior to the execution of the grant agreement.
9. Pursuant to DC Official Code §1-309(a),(b),and(c)1 (2003), District of Columbia government agencies are required to provide 30-day written notice prior to the award of grant funds to affected Advisory Neighborhood Commissions, the Commissioner representing a single-member district affected by said actions, and affected Ward Councilmembers. The grant award and execution of the grant agreement with the District cannot occur until after the notification period.

V. NIF Target Area Boundaries

To verify the organizational address for which you plan to implement services in the actual legislated target area boundaries, please utilize the following link:

<http://www.dcbiz.dc.gov/dmped/cwp/view,a,1366,q,604691,dmpedNav,33026|33028|.asp>

Go to Display Options

Click the (+) to expand the Administrative, Political and Other Boundaries

Click the ☐ for the Neighborhood Investment Fund Area

Then enter the proposed target area address in the Search Box at the top right hand corner of the screen and then press go

If the location address is within the NIF target area boundaries it will show within the purple area of the target area map.

****The proposed location must fall within the legislated target area boundaries in order to be eligible for funding.***

Target Area #1 - Shaw. The Shaw target area is defined as starting at the corner of 9th Street and Florida Avenue, N.W., east along Florida Avenue, N.W., to North Capitol Street, south along North Capitol Street to Massachusetts Avenue, west along Massachusetts Avenue, N.W., to 9th Street, N.W., and north along 9th Street, N.W., to Florida Avenue, N.W.

Target Area #2 – Logan Circle. The Logan Circle target area is defined as starting at the corner of 9th Street, N.W., and Florida Avenue, N.W., south on 9th Street, N.W., to Massachusetts Avenue, N.W., west on Massachusetts Avenue, N.W., to 16th Street, N.W., north on 16th Street, N.W., to U Street, N.W., and east on U Street, N.W., to Florida Avenue, N.W.

Target Area #3 – Deanwood Heights. The Deanwood Heights target area is defined as starting at the corner of Hayes Street, N.E. and 50th Street, N.E., east along Hayes Street, N.E., to 54th Place, N.E., south along 54th Place, N.E., to Nannie Helen Burroughs Avenue, N.E., east along Nannie Helen Burroughs Avenue, N.E., to Eastern Avenue, N.E., southeast along Eastern Avenue, N.E., to Southern Avenue, N.E., southwest along Southern Avenue, N.E., to East Capitol Street, west along East Capitol Street, to Division Avenue, N.E., north along Division Avenue, N.E., to Nannie Helen Burroughs Avenue, N.E., west along Nannie Helen Burroughs Avenue, N.E. to the B&O (CSX) Railroad, northwest along B&O (CSX) Railroad to Eastern Avenue N.E., southeast along Eastern Avenue N.E., to Nannie

Helen Burroughs Avenue, N.E., west along Nannie Helen Burroughs, N.E., to Division Avenue, N.E., north along Division Avenue, N.E., to Hayes Street N.E., and west along Hayes Street N.E., to the starting point.

Target Area #4 – Washington Highlands. The Washington Highlands target area is defined as starting at the corner of Southern Avenue and South Capitol Street, S.E., north along South Capitol Street, north along Livingston Road, S.E., northeast along Valley Avenue, S.E., southeast along Wheeler Road, S.E., and southwest along Southern Avenue, S.E.

Target Area #5 – Columbia Heights. The Columbia Heights target area is defined as starting at the corner of Spring Road and Sherman Avenue, N.W., northeast along Rock Creek Church Road, N.W., to Warder Street, N.W., south along Warder Street, N.W., to 4th Street, N.W., southwest along 4th Street, N.W., to Gresham Place, N.W., west along Gresham Place, N.W., to Georgia Avenue, N.W., south along Georgia Avenue, N.W., to Euclid Street, N.W., west along Euclid Street, N.W. to Sherman Avenue, N.W., south along Sherman Avenue to Florida Avenue, N.W., west along Florida Avenue to W Street, N.W., west along W Street, N.W., to 16th Street, N.W., west along Florida Avenue, N.W. to Champlain Street, N.W., north along Champlain Street, N.W., to Columbia Road, N.W., northeast along Columbia Road, N.W., to Mt. Pleasant Street, N.W., northwest along Mt. Pleasant Street, N.W., to Park Road, N.W., west along Park Road, N.W., to Mt. Pleasant Street, N.W., north on Mt. Pleasant Street, N.W., to Piney Branch Park, east through Piney Branch Park to Spring Road, N.W., and east along Spring Road, N.W., to Sherman Avenue, N.W.

Target Area #6 – Brightwood and Upper Georgia Avenue. The Brightwood and Upper Georgia Avenue target area is defined as starting at the corner of Kennedy Street, N.W., and 16th Street, N.W., north along 16th Street, N.W., to Alaska Avenue, N.W., northeast along Alaska Avenue, N.W., to Fern Street, N.W., east along Fern Street, N.W., to Fern Place, N.W., east along Fern Place, N.W., to Blair Road, N.W., southeast along Blair Road, N.W., to 5th Street, N.W., south along 5th Street, N.W., to Kennedy Street, N.W., and west along Kennedy Street, N.W., to 16th Street, N.W.

Target Area #7 – Bloomingdale and Eckington. The Bloomingdale and Eckington target area is defined as starting at New York Avenue, N.W., northwest along Florida Avenue, to 4th Street, N.W., north along 4th Street, N.W., to 5th Street, N.W., east along Michigan Avenue, N.W., to Franklin Street, N.E., east along Franklin Street, N.E., to 4th Street, N.E., south on 4th Street, N.E., to the CSX rail yard, south along the rail yard to New York Avenue, N.E., southwest along New York Avenue, N.E., to Florida Avenue.

Target Area #8 – Brookland and Edgewood. The Brookland and Edgewood target area is defined as starting at 4th Street, N.E., and Rhode Island Avenue, N.E., north along 4th Street, N.E., to Michigan Avenue, N.E., northeast along Michigan Avenue to South Dakota Avenue, N.E., southeast along South Dakota Avenue, N.E., to Rhode Island Avenue, N.E., and southwest along Rhode Island Avenue, N.E., to 4th Street, N.E.

Target Area #9 – Anacostia. The Anacostia target area is defined as starting at the Anacostia waterfront and Good Hope Road, S.E., southeast along Good Hope Road, S.E., to Naylor Road, S.E., southeast on Naylor Road, S.E., to Alabama Avenue, S.E.,

southwest on Alabama Avenue, S.E., to the Suitland Parkway, northwest along the Suitland Park to 18th Street, S.E., north on 18th Street, S.E., to Erie Street, S.E., west on Erie Street, S.E., to Morris Road, S.E., and northwest on Morris Road, S.E., to the Anacostia waterfront.

Target Area #10 – H Street, N.E. The H Street, N.E., target area is defined as the area within 2 blocks north or south of H Street, N.E., Benning Road, N.E., and Maryland Avenue, N.E., between North Capitol Street and 17th Street, N.E.

Target Area #11 – Congress Heights. The Congress Heights target area is defined as the area bounded by a line starting at Mississippi Avenue, S.E., and 13th Street, S.E., and running north along 13th Street, S.E., to Alabama Avenue, S.E., then west along Alabama Avenue, S.E., to the southwestern boundary of the St. Elizabeth's campus, then northwest along the southwest boundary of the St. Elizabeth's campus, then on a line parallel to Lebaum Street, S.E., to Interstate 295, then southwest along Interstate 295 to a line parallel to 4th Street, S.E., then along a line parallel to 4th Street, S.E. to 4th Street, S.E., then along 4th Street, S.E., to Mississippi Avenue, S.E., then along Mississippi Avenue, S.E., to the starting point.

Target Area #12 – Bellevue. The Bellevue target area is defined as the area bounded by Galveston Street, S.W., on the south, First Street, S.E., on the east, Halley Street, S.E., on the north, and Interstate 295 on the west.



Target Area Project Grant

Government of the District of Columbia
Neighborhood Investment Fund

Attachment A Workplan

- ☐ List in chronological order the specific steps or activities for this Proposal.
- ☐ Next to each step identify which team member(s) will be responsible for leading that step or activity.
- ☐ Estimate the start and completion date for each. Indicate if a step or activity is ongoing by writing that in the completion date field.
- ☐ If additional space is necessary, please attach a sheet of paper titled “Attachment A–Supplement” and include the information below.

Workplan			
Step/Activity	Responsible Team Member	Start Date	Completion Date

Target Area Project Grant

Government of the District of Columbia
 Neighborhood Investment Fund

Attachment B Budget & Narrative

SOURCES and USES BUDGET

The completed budget form, narrative, and supporting documentation are required submissions.

Narrative Instructions:

In a separate document provide the following information in narrative form:

- Describe the resources needed for the Proposal, including materials, equipment, and staff. The narrative should reference and briefly describe all items listed in the expense column of the budget form. *Please note the following:*
 1. Personnel costs must be detailed for each position and include specific wage and fringe benefits information. Note the 15% of the total grant can be used for salaries and 5% of base salaries is the cap on fringe benefits
 2. Individual items to be purchased with NIF grant funds valued at between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate. Items valued over \$5,000 must be supported with at least three written bids. In special circumstances, applicants may request a waiver to the written bid requirements.
 3. General cost categories that may include multiple items, such as “supplies” should be described in detail and the cost assumptions explained.
 4. If purchasing equipment, the narrative should explain the future use of the equipment after the conclusion of the grant period.
- Describe the income or sources for the Proposal. The narrative should detail how the Applicant intends to leverage other resources to implement the Proposal and to ensure sustainability.
 1. All income sources must contain the name of the source, the amount, and any restrictions on funding use. Indicate if funds have been received by the Applicant, or if funding is proposed or pending from specific source.
 2. Supporting documentation to verify funding received should be provided as an attachment to the Application.

Form Instructions:

In the table on page 14, please list each budget item and complete the “income” and “expenses” side of the table. Please modify the income and expense columns to suit specific program needs. A sample budget has been completed and is shown on page 15.

SOURCES and USES BUDGET

Organization Name:				Submission Date:	
Name of Proposed Proposal:					
Proposal Budget for the Period:			from: (month & year)	to: (month & year)	
INCOME	1	2	EXPENSES	3	4
<i>Source</i>	NIF TAPG	Other Sources	<i>Item</i>	NIF TAPG	Other Sources
NIF TAPG request					
Other Government Grants & Contracts (specify)			Salaries & Wages (break down by individual position and indicate full- or part-time)		
Foundations (specify)			Fringe Benefits (not to exceed 5% of the base salary)		
			Other (specify):		
Other (specify):					
Total (Column 1)			Total (Column 3)		
Total (Column 2)			Total (Column 4)		
Total Income (Column 1 + Column 2)			Total Expenses (Column 3 + 4)		

SOURCES and USES BUDGET					
Organization Name: NIF				Submission Date: March 14, 2007	
Name of Proposed Proposal: Wonder Power Proposal					
Proposal Budget for the Period:		from: 06/2007 (month & year)		to: 06/2008 (month & year)	
INCOME	1	2	EXPENSES	3	4
Source	NIF TAPG	Other Sources	Item	NIF TAPG	Other Sources
NIF TAPG request	\$100,000.00				
Other Government Grants & Contracts (specify)			Salaries & Wages (break down by individual position and indicate full- or part-time)		
			John Doe – Admin. Asst. PT	\$20,000.00	\$5,000.00
			Jane Doe – Program Coordinator. FT	\$25,000.00	\$15,000.00
Foundations (specify)			Fringe Benefits (not to exceed 20% of the base salary)	\$11,000.00	\$2,000.00
Fannie Mae Foundation		\$25,000.00			
			Consultant & Professional Fees	\$6,000.00	
			Equipment	\$5,000.00	\$2,000.00
Corporations		\$50,000.00	Supplies	\$1,000.00	
Individual Contributions			Printing & Copying	\$800.00	\$200.00
Fundraising events			Postage & Delivery	\$400.00	\$150.00
			Telephone/Fax/Internet Service	\$800.00	\$200.00
Other (specify)			Other (specify)		
Total (Column 1)	\$100,000.00		Total (Column 3)	\$70,000.00	
Total (Column 2)		\$75,000.00	Total (Column 4)		\$24,550.00
Total Income (Column 1 + Column 2)		\$175,000.00	Total Expenses (Column 3 + 4)		\$94,550.00

Attachment C

Application Checklist

Proposal Name:

Submitted	Item
	Cover Letter
	Completed application form
	Proposal Narrative
	Attachment A –Team & Work Plan
	Attachment B.1 –Budget Form
	Attachment B.2 – Budget Narrative
	Attachment B.3 – Supporting documentation for resource leveraging
	<i>(If applicable)</i> Documentation to support cost of budgeted items over \$500
	Documentation of community support
	Certificate of Good Standing from DCRA
	Certificate of Good Standing from OTR
	Applicant’s most recent financial statement from the current fiscal year
	List of the Applicant’s Board of Directors with affiliation and years of service
	Resumes of Team Members listed in Attachment A
	Organizational Chart for Application <i>(and Partner, if applicable)</i>
	Request for Taxpayer Identification Number and Certification
	Attachment C –Application Checklist

FY'10 NIF TAP RFA Package

Proposal Identification Information	
Proposal Name	
Proposal Address	
NIF Target Area	
Ward	
Applicant Information	
Applicant Organization	
President/Executive Director	
Organization Mailing Address	
Day/Work Phone	
Fax	
Email	
Website	
Coordinator Name, Title	
Day/Work Phone	
Email	
Federal Tax ID Number (TIN) or Employer ID Number (EIN)	
DCRA Number	
Date Organization Established or Began Service	
Total Number of Full Time Employees in 2009	
Total Number of Part Time Employees in 2009	
Total Number of Interns and Volunteers in 2009	

Applicant Financial Information			
	2007	2008	2009
Annual Operating Budget			
Partnership Information (if applicable)			
Organization Name			
President/Executive Director			
Contact Person			
Organization Mailing Address			
Phone			
Fax			
Email			
Federal Tax ID Number (TIN) or Employer ID Number (EIN)			
Describe the role and responsibility of the organization in the Proposal:			
Partner Financial Information			
	2007	2008	2009
Annual Operating Budget			

Proposal Information	
Proposal Category (Check the appropriate box, up to a maximum of two project categories can be selected)	<input type="checkbox"/> Affordable Housing Preservation
	<input type="checkbox"/> Vocational Training , and Direct Job Placement
	<input type="checkbox"/> Small Business Technical Assistance
	<input type="checkbox"/> Special Populations: Seniors and Youth

Proposal Target Area <i>(Check only one location)</i>		
<input type="checkbox"/> Anacostia	<input type="checkbox"/> Brookland/Edgewood	<input type="checkbox"/> H Street, NE
<input type="checkbox"/> Bellevue	<input type="checkbox"/> Columbia Heights	<input type="checkbox"/> Logan Circle
<input type="checkbox"/> Bloomingdale/Eckington	<input type="checkbox"/> Congress Heights	<input type="checkbox"/> Shaw
<input type="checkbox"/> Brightwood/Upper Georgia Ave	<input type="checkbox"/> Deanwood Heights	<input type="checkbox"/> Washington Highlands

Proposal Funding Request	
Total Proposal Cost/Budget	
Total Grant Request	
<i>Please complete Attachment B and submit with the application</i>	

Proposal Timeline	
Anticipated Start Date (not before 3/1/10)	
Completion Date (within 1 year of start date)	
<i>Please complete Attachment A and submit with the application</i>	

Sample

Proposal Narrative

Submit a narrative that addresses the following points. For partnerships, provide information for both organizations; an additional page may be added to the narrative.

1. Applicant Overview

a. Provide a brief overview of the Applicant's history, mission, and programs/core activities. The response should include an explanation of any service areas or target populations.

2. Proposal Description

- a. Completely describe the Proposal, including the scope of work, activities, and the intended result(s) or outcome(s).
- b. Briefly discuss how the Proposal supports the Applicant's mission.
- c. Develop a minimum of three (3) performance measures that capture the expected impact of the Proposal on the NIF target area.
- d. Describe the method(s) that will be used to assess these measures.

3. Applicant Track Record and Relevant Experience

- a. Describe past activities that the Applicant has successfully completed which indicate experience and capacity in implementing projects of similar size and scope. Provide specific project details including scope, budget, location, start/end dates, outcomes, and number served/participated.
- b. Discuss existing staff capacity and experience in grant administration (including financial management) and indicate the financial management system currently employed by the Applicant.
- c. Discuss the Applicant's commitment to the NIF target area and provide specific examples.

4. Need and Public Benefit

- a. Describe the need(s) that the Proposal intends to address and how community input was solicited and used in determining the need(s).
- b. Discuss how the Proposal's intended results will address this need and provide a public benefit to the NIF target area.

5. Synergy With NIF program and Other Government Initiatives

- a. Describe how the Proposal meets the overall NIF program goals of economic development and neighborhood revitalization in the target areas.
- b. Discuss how the Proposal supports other District government initiatives (specifically those listed in the Supplemental Information section on page 15).

6. Neighborhood Involvement & Partnerships

- a. Explain how target area stakeholders were involved in the planning and implementation of this Proposal.
- b. Explain how the Proposal will effectively build or strengthen the target area neighborhood(s) and community relationships.

Supplemental Information	
Is this Proposal a new initiative for your organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please discuss in the question 2a of the Proposal narrative.
Is this Proposal an expansion or renewal of an existing activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please discuss in the question 2a of the Proposal narrative.
Does this Proposal implement an objective or overlap with one of the following programs: (please check) <input type="checkbox"/> Small Area Plan <input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> NIF target area goal <input type="checkbox"/> Great Streets <input type="checkbox"/> New Communities <input type="checkbox"/> ReStore DC/Main Streets <input type="checkbox"/> Home Again Initiative <input type="checkbox"/> Clean City	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain in question 5b of the Proposal narrative. <div style="font-size: 48px; opacity: 0.5; text-align: center;">Sample</div>
<i>If additional space is needed, provide a separate sheet of paper labeled: “Supplemental Information, Continued”</i>	

The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining grant funding the District of Columbia government through the Target Area Project Grant for the project described herein. Should we receiving funding from the Neighborhood Investment Fund, we agree to the following:

- a) Comply with monthly and quarterly reporting requirements
- b) Inform the NIF Program Manager of any events and/or changes to the proposed project
- c) Complete the project within the grant period

If at any point the above information is determined to be false, the Office of the Deputy Mayor for Planning and Economic Development may deny the application, rescind funding award offers, or revoke an award.

